POLICY MEMORANDUM

Policy No. 23   **Room Reservations**

January 21, 2016

The School of Medicine has several rooms available for use. The purpose of this memorandum is to establish the policies and procedures related to reserving space at the School of Medicine.

Reservations
Reservations requests are not accepted until all classes for the next semester have been assigned.

Once all classes are assigned rooms, reservation requests are opened for graduate medical education and School of Medicine departments and organizations. On the first day of the new semester, rooms are opened to everyone.

Requests are considered on a first-come, first served basis. If multiple requests are received, assignments will be made according to the following priorities.

1. Undergraduate Medical Education
2. Graduate Medical Education
3. School of Medicine Departments
4. School of Medicine Student Organizations
5. Non-SOM UMKC Department and School Requests
6. Affiliate Requests
7. Non-Affiliated requests.

Reservation Cost
There is no cost to reserve a room for UMKC Departments or Organizations (1-5 above). There is a cost for affiliate and non-affiliate reservations. Fees can be waived under certain circumstances.

Please refer to the reservation webpage to see the current rates. An invoice will be sent to the location provided on the request and payment has to be made prior to the event.

Reservation Process
1. Complete Room Reservation Form found at http://med.umkc.edu/RoomReservations/.
2. Requests are reviewed within three Business Days and an answer will be emailed back.
   a. If the request is immediate, please send an additional email to UMKCSOMRoomReservations@umkc.edu stating you submitted a request for an event that is to be held within the next three days.
3. Rooms are assigned based on needs (size, A/V, etc).
   a. For assistance with A/V or technical support, please contact Educational Resources at: Phone (816) 235-1831 or Email medsupport@umkc.edu
4. An invoice will be sent for non-affiliate requests once the reservations is confirmed. *If payment is not received prior to the event, it will be cancelled.*
5. The week of your event, a calendar will be emailed with all SOM events, including yours. Please make sure to check this calendar to verify the information is accurate.

Rooms

The School of Medicine has the following rooms available for reservation.

Note: All rooms have wireless connectivity to UMKC networks.

- MG-202E Classroom
  - Up to 14 People
  - Projector and cart w computer & monitor.
- MG-202W Classroom
  - Up to 23 People
  - Projector and cart w computer & monitor.
- Theater A (M1-412)
  - Up to 150 People
  - Three projectors, podium with computer, AMX control pad, podium & wireless mics, whiteboards, Doc cam, Tegrity webcam, laptop/tablet connectivity to projectors, Wacom markup tablet, DVD/VHS player, Slideshow Presenter Remote w/Laser, power outlets and wired Internet jacks for audience seats, Polycom Video Conferencing.
- Theater B (M1-406)
  - Up to 60 People
  - Three projectors, podium with computer, AMX control pad, podium & wireless mics, whiteboards, Doc cam, Tegrity webcam, laptop/tablet connectivity to projectors, Wacom markup tablet, DVD/VHS player, Slideshow Presenter Remote w/Laser, power outlets and wired Internet jacks for audience seats, Polycom Video Conferencing.
- Theater C (M1-408)
  - Up to 68 People
  - Three projectors, podium with computer, AMX control pad, podium & wireless mics, whiteboards, Doc cam, Tegrity webcam, laptop/tablet connectivity to projectors, Wacom markup tablet, DVD/VHS player, Slideshow Presenter Remote w/Laser, power outlets and wired Internet jacks for audience seats, Polycom Video Conferencing.
- Large Computer Testing Lab (M1-301)
  - 37 Computer stations, 1 Proctor/Lecturer workstation
  - Projector, podium with computer, Extron control pad, wireless mic, whiteboards, Tegrity webcam, and LAN School software for connectivity/monitoring of testing workstations
- TV Studio (M2-409)
  - Up to 35 people
  - Projector, podium/table with computer, mics for Video Conferencing, Tegrity webcam, Slideshow Presenter Remote w/Laser, Polycom Video Conferencing
- Microscope Classrooms (M2-402; 404; 406)
  - Up to 93 People
  - 89 Viewing Stations
- M3-C05 Classroom
  - Up to 22 People
  - SMART Board Projector, podium with computer, Extron control pad, wireless mic, whiteboards, Tegrity webcam, laptop/tablet connectivity to projectors, and power outlets for audience seats.
- M3-C07 Classroom
  - Up to 27 People
  - SMART Board Projector, podium with computer, Extron control pad, wireless mic, whiteboards, Tegrity webcam, laptop/tablet connectivity to projector, and power outlets for audience seats.
- Small Computer Testing Lab (M3-109)
  - 6 Computer Stations, 1 Proctor workstation
  - LAN School software for connectivity/monitoring of testing workstations
- Bamberger Room (M4-C05)
  - Up to 30 people
  - Projector, podium with computer, Extron control pad, whiteboards, Tegrity webcam, DVD player, laptop/tablet connectivity to projector, and Slideshow Presenter Remote w/Laser
- Humanities Conference Room (M4-C01)
  - Up to 30 people
  - Projector, podium with computer, Extron control pad, whiteboards, Tegrity webcam, DVD player, laptop/tablet connectivity to projector, and Slideshow Presenter Remote w/Laser

- 4th Floor Red Docent Conference Room (M4-119)
  - 14-18 people (subject to table arrangement)
  - SMART Board Projector with computer, five mobile tables with wheels, whiteboard

- 4th Floor Blue Docent Conference Room (M4-319)
  - 14-18 people (subject to table arrangement)
  - SMART Board Projector with computer, secondary computer workstation with dedicated monitor, five mobile tables with wheels, whiteboard
- M5-C05 Classroom
  - Up to 30 people
  - Projector, podium with computer, Extron control pad, whiteboards, Tegrity webcam, DVD player, laptop/tablet connectivity to projector, and Slideshow Presenter Remove w/Laser
- 5th Floor Gold Docent Conference Room (M5-219)
  - 14-18 people (subject to table arrangement)
  - SMART Board Projector with computer, five mobile tables with wheels, whiteboard
- 5th Floor Green Unit Conference Room (M5-419)
  - 14-18 people (subject to table arrangement)
  - Computer workstation with monitor, five mobile tables with wheels, whiteboard

General Rules
- The School of Medicine is not responsible for lost or stolen items left in the room prior to or following your event.
- Food may be brought in, but it must be indicated when you reserve the room, and it must be taken out with you when you leave. Alcohol is not allowed.
  Note: No food/drink allowed in Computer Testing Labs or Microscope classrooms.
- The tables and chairs in the room(s) may be rearranged. However, the room must be left in the same arrangement in which it was found or additional charges may apply.
- Users are responsible for removing items brought in and for maintaining the general cleanliness of the rooms. Failure to do so may result in additional charges.
- All groups are financially responsible for any damage done to the room(s) and/or equipment.
- You may not affix anything to the walls, floors or ceilings of rooms with nails, staples, tape or any other substance.
- Because of fire-safety standards, use of candles or items with an open flame are prohibited.

PREPARED BY: BUSINESS OFFICE

APPROVED BY:

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